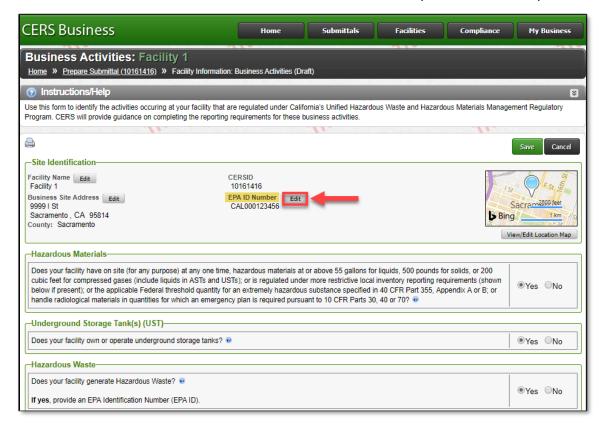
## **CERS Business Portal Help**

## How to Change or Update a Facility's EPA ID Number in CERS

- 1. Sign in to the CERS Business portal. (Open your web browser and navigate to: <a href="https://cers.calepa.ca.gov">https://cers.calepa.ca.gov</a> then select the "Business Portal Sign In" button.)
  - Select your business. (If you are associated with more than one business/organization in CERS.)
- 2. From the Home page, select the "Start/Edit Submittal" button next to your facility.
- 3. Select the "Start" button from the Facility Information submittal element section.
- Select the "Business Activities" form link.
- 5. Select the "Edit" button next to the EPA ID Number field (as shown below).



- 6. Enter the new EPA ID Number then select "Done".
- 7. Select the "Save" button from the top or bottom of the Business Activities form.
- 8. After completing the Business Activities and Business Owner/Operator Identification forms, submit the Facility Information section to the CUPA/local regulator for review.

Then new EPA ID Number will be reflected in CERS once the Facility Information submittal has been Accepted by the CUPA/local regulator.

## For more information about facility EPA ID Numbers:

A hazardous waste EPA ID number is issued by either the U.S. Environmental Protection Agency (federal EPA ID numbers) or by Department of Toxic Substances Control (DTSC) (California State EPA ID numbers). The EPA ID number identifies each handler of hazardous waste on hazardous waste manifests and other paperwork.

For more information please see: <a href="https://dtsc.ca.gov/hazardous-waste-id-numbers/">https://dtsc.ca.gov/hazardous-waste-id-numbers/</a>